



Burntwood
TOWN COUNCIL

BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

Tel: 01543 677166/671228
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Our Ref: JM

21 February 2018

To: **All Members of the Policy & Resources Committee**
(Councillors Pullen (Chairman), Mrs Tranter (Vice-Chairman), Mrs Bacon, Mrs Evans, Mrs Fisher, Mosson and Mrs Woodward)

Dear Councillor

POLICY & RESOURCES COMMITTEE

The Policy & Resources Committee will meet in the **Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on Thursday 01 March 2018 at 7:00 pm to consider the following business.

Yours sincerely

Jayne Minor

Jayne Minor (Ms)
Senior Administration Officer

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a meeting of the Policy & Resources Committee held on 08 January 2018 (Minute Nos. 47-55) (ENCLOSURE NO. 1).

4. POLICY FOR PURCHASING BY MEMBERS OF THE TOWN COUNCIL (ENCLOSURE NO. 2).

5. GRANT AID FORM (ENCLOSURE NO. 3).

Taking into account the comments made at Policy and Resources Committee on 08 January 2018 and Council on 18 January 2018 revised Grant Aid forms have been produced and they are attached for consideration and adoption subject to any required changes.

Under the current criteria (see 18 of Guidance Notes) if an organisation is successful in being awarded a grant they should be told and then the Town Council should await a claim supported by evidence of spend. If £100 has been granted and evidence received that it has been spent then payment should be made. (If £100 is granted and £97.50 is spent then £97.50 should be paid, if £110 is spent then £100 should be paid). This does not currently happen in practice. If a grant is made a cheque is handed over at a Presentation Evening. If that is to continue then the guidance needs to change. However, the risk is that payments issued will not be used for the proper purpose or the full grant is not used. If supporting evidence is not supplied or not satisfactory, time and resources will be taken up in trying to rectify that. A simplified version of number 18 is shown in bold for consideration.

It was suggested that the presentation be dealt with differently in future in that payment is made at a Presentation Evening after evidence submitted has been verified. There are advantages to that in that before money is handed over it is clear that the money has been properly spent and the evening could be in the form of a "show and tell" session whereby organisations can be asked to say a few words or bring some items in. That could make the evening more interesting. However the down side is that it could be argued that by spending the money before the grant is received means that the grant money is not required. It may be, of course, that the money is taken out of reserves knowing that it would be replaced at a later date.

6. REFURBISHMENT OF OMCC: WINDOWS (ENCLOSURE NO. 4).

7. DEMENTIA FRIENDLY

To receive a verbal update on progress made.

MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 08 JANUARY 2018 COMMENCING AT 7.00 PM

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Mrs Bacon, Mrs Evans, Mrs Fisher, Mosson and Mrs Woodward

In attendance

Mr J Brown, Interim Town Clerk
Ms J Minor, Senior Administration Officer
Ms A James, Interim Finance Officer

Councillor Mrs Tranter introduced Ms James to the Committee and explained that Ms James had helped to prepare the budget and precept on behalf of the Town Council.

47. APOLOGIES FOR ABSENCE

Councillor Pullen.

48. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

49. MINUTES

Councillor Mrs Tranter made reference to Minute No. 46 (Foodbank Provision in Burntwood) and confirmed that a crate/box had been placed in the reception area of the OMCC and that the Town Council had started a collection for the foodbank.

Councillor Mrs Woodward stated that it had been difficult to obtain the relevant poster(s) from the Cannock and District Foodbank and confirmed that Spark were now able to give out vouchers.

Councillor Mrs Tranter stated that her daughter, Mrs Davis who worked for Bromford was also able to give out vouchers on behalf of the Lichfield and District Foodbank.

Councillor Mrs Evans made reference to Minute No. 43 (Old Mining College Centre: List of Proposed Works) and in particular floor covering and suggested an alternative to carpet was needed.

Councillor Mrs Woodward made reference to Minute No. 43 (Old Mining College Centre: List of Proposed Works) and felt that the Town Council still needed to bottom out the question "on how to promote it, how it is to be used, what is the OMCC for/to be in the short term, medium term and long term" as the income does not reflect the expenditure.

Councillor Mrs Fisher felt that action needed to be done to get things moving.

Councillor Mrs Bacon suggested a Task & Finish Group to discuss certain items.

Councillor Mrs Fisher was not against a Task & Finish Group however the Group needed to be positive.

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 09 November 2017 (Minute Nos. 39-46) be approved as a correct record.

50. GRANT AID SCHEME 2018 (Minute No. 76 Town Council Meeting 16 November 2017 refers)

Councillor Mrs Fisher asked if any feedback had been received regarding the form from members of the public. The SAO stated that members of the public had mentioned that they found filling in the Grant Aid Project Assessment Sheet difficult. Councillor Mrs Woodward felt that the Grant Aid Project Assessment Sheet was in "Local Government Speak" and needed to be more user friendly.

Councillor Mrs Woodward felt that no new groups were applying for Grant Aid and felt that it was the same groups' year in year out. Mr Brown asked if Members were aware of any new groups which would benefit.

Councillor Mrs Evans made reference to what follow up procedure was in place as the former CEO had stated that the groups were contacted to ascertain if the money had been spent on what it said it would be.

Councillor Mrs Woodward made reference to No. 18 of the Guidance Notes and Conditions of Funding and felt that if the Town Council just handed over the cheque there was no need for a presentation evening. Councillor Mrs Woodward suggested allocating the money and when the organisation had "spent it" then the money could be released upon receipt of an invoice/receipt etc and say at the end of the financial year there could be a celebration evening on what the organisations had achieved/undertaken.

RECOMMENDATION TO FULL COUNCIL THAT

- a) Grant Aid Application Form No. 13 "Purpose of Grant and Total Cost of Project etc" should be moved to No. 5
- b) Grant Aid Application Form No. 17 "Please state current level of Revenue Balances £ _____" should be moved to No. 6.
- c) Grant Aid Application Form No. 18 "Please state amount of any Capital Fund £ _____" should be moved to No. 7.
- d) Grant Aid Application Form No. 3 "Brief description of the aims and objectives of the organisations" and No. 4 "Who is the organisation aimed at etc" should be combined.
- e) Grant Aid Application Form the word "address" to be removed to encourage more email usage.

f) The Grant Aid Project Assessment Sheet be made more user friendly.

51. DEMENTIA FRIENDLY TOWN COUNCIL (Minute No. 69 Town Council Meeting 16 November 2017 refers)

Councillor Mrs Woodward stated that she was looking at a Dementia Friendly Town and recalled the Members' training session. Councillor Mrs Woodward asked how this could be taken to the next step and this could be reflected in the budget (community projects). Councillor Mrs Woodward mentioned working in partnership with the BBC to encourage businesses to come on board.

RESOLVED That investigations be made into how the Town Council can acquire Dementia Friendly Status.

52. SANKEY'S CORNER: PLANTERS

Councillor Mosson asked how old were the planters referred to at Sankey's Corner as he felt they had a life span of between 5 to 10 years. Councillor Mrs Evans stated that she thought the planters were installed through SRB monies back in the 80's.

Councillor Mrs Tranter informed Members that earlier in the day the BiB Committee had met and were, as part of a project, thinking about installing three tier planters.

Councillor Mrs Woodward felt that "wooden" planters would be more sympathetic to the area but felt that it was difficult to assess the exact costings provided by the DSM.

Councillor Mosson made reference to a material called "Accoya" which was more durable and stable than softwood and hardwood with a 25 year below ground rot guarantee and 50 year above ground guarantee against rot.

RESOLVED That this matter be deferred until such time as the "environmental improvements" meeting at Sankey's Corner has taken place as the Town Council do not want to undertake the work if the funding could come from Staffordshire County Council.

(Councillor Mosson declared an interest as his company were involved in the Accoya product).

53. THE RON BRADBURY ROOM: DOOR

RESOLVED That upon the recommendation of the DSM Company 1 be appointed to undertake the work relating to the automatic door opening to the Ron Bradbury Room.

54. REVIEW OF FEES AND CHARGES (WITH EFFECT FROM 01 APRIL 2018)

Councillor Mrs Bacon asked if the figures could be rounded up and Councillor Mosson pointed out that inflation at this moment in time stood at 2.9%

RECOMMENDATION TO FULL COUNCIL That the following fees and charges be approved and adopted and the revised fees and charges be circulated to all Members of the P&R Committee.

THE OLD MINING COLLEGE CENTRE QUEEN STREET, CHASETOWN, BURNTWOOD WS7 4QH PRICES ARE PER SESSION Session times are: 9 am- 1 pm 1 pm – 5 pm 6.30 pm - 9.30 pm 01 April 2018 - 31 March 2019		
ROOM	COMMUNITY/ VOLUNTARY ORGANISATIONS	STATUTORY ORGANISATIONS/ COMMERCIAL/ PRIVATE BOOKINGS
	£	£
Ron Bradbury Room	22.00	56.00
Training Room	22.00	56.00
Small Meeting Room	17.00	30.00
IT Suite	33.00 plus VAT	63.00 plus VAT

BURNTWOOD TOWN COUNCIL CEMETERY FEES
01 APRIL 2018 - 31 MARCH 2019

	2018/19 £
Exclusive Right of Burial	
Adult Grave and Memorial Licence - 30 Year Licence	994
Adult Grave - Additional 10 Years	278
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
Child Grave and Memorial Licence - 5 Years of age and under - Single Only - 30 Year Licence	660
Child Grave - Additional 10 Years	170
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
Cremated Remains Plot (Max 4) and Memorial Licence - 30 Year Licence	660
Cremated Remains Plot (Max 4) - Additional 10 Years	170
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
Cremated Remains Plot (Max 2) and Memorial Licence - 30 Year Licence	330
Cremated Remains Plot (Max 2) - Additional 10 Years	88
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
First Interment Fee	

Adult Grave - Single Standard Coffin Size (Max 6'6" x 26")	412
Adult Grave - Double Standard Coffin Size (Max 6'6" x 26")	490
Adult Grave - Triple Standard Coffin Size (Max 6'6" x 26")	598
Child Grave - Child aged 5 or under - Single Grave Only	NIL
Cremated Remains Plot - Single Cremated Remains Casket	252
Cremated Remains Plot - Two Cremated Remains Caskets - (Same Day) Interment	309
Cremated Remains Plot - Interment for a Child aged 5 or under	NIL
Re-Opening Burial or Cremated Remains Plot - Interment Fees	
Adult Grave - Double - Second Interment	412
Adult Grave - Triple - Second Interment	490
Adult Grave - Triple - Third Interment	412
Cremated Remains Plot - Single Casket - Second, Third or Fourth Interment	252
Cremated Remains Plot - Two Caskets - Second and Third or Third and Fourth Interments	309
Cremated Remains Plot - Second, Third or Fourth Interment for a Child aged 5 or under	NIL
Other	
Oversized Grave - Additional Fee (Standard Coffin Size is 6'6" x 26")	55
Interments	
Late or Early Arrival at the Cemetery per Quarter Hour	30
Out of Parish Area Charge (Interment Fees Only)	4x
Exhumations	
Graves and Cremated Remains Plots - ALL at Actual Cost	
Memorials	
Additional Inscription Licence Fee	50
Late or Early Arrival at the Cemetery per Quarter Hour	10

55. DRAFT 2018/19 BUDGET

Ms James stated that she had met with the Council's leadership team who had decided to keep the 'D' Council Tax at the same level. Ms James said that she had produced a lengthy document following the type and style of previous years.

Councillor Mrs Woodward made reference to Cost Centre 1199 and asked what the CCLA Interest related to. Ms James stated that it was a deposit account held by the Town Council and the figure stated was the interest received from that account.

Councillor Mrs Evans made reference to Cost Centre 4001 - salaries and stated that this was a substantial increase. Ms James that she had included a 2% pay award which was pending and increments for certain staff.

Councillor Mrs Woodward made reference to Cost Centre 101 – employee expenses and felt that there was no forward plan for the OMCC and that they were informed that staff costs would reduce after the staffing structure.

Councillor Mrs Tranter made reference to the Personnel Committee held on 04 January 2018 and confirmed that the Committee would be recommending to Full Council that a part time position of Town Clerk for 25 hours to be worked flexibly over five days per week including any evening meetings or events required to attend be advertised and a Responsible Financial Officer to work one day or two half days a week to include evening meetings when required be advertised.

Councillor Mrs Fisher felt that the new Town Clerk should lead the Council with a vision. Councillor Mrs Woodward asked would the Town Clerk on 25 hours have the ability to drive a strategy “blue sky thinking”.

Councillor Mrs Evans made reference to Cost Centre 1070 – unit rents as there appears to be quite a shortfall. Ms James stated that she had taken the information off the Omega system.

Councillor Mrs Woodward queried Cost Centre 4001 – salaries as cost centres appeared to be scattered everywhere.

Councillor Mrs Evans queried Cost Centre 4163 – general office expenses.

Councillor Mrs Woodward made reference to Cost Centre 105 – transport. Ms James stated that Cost Centre 4060 – car mileage: employees was mainly made up of the DSM and the former CEO. Councillor Mrs Woodward queried the former CEO’s mileage and asked who signed the mileage forms off.

Councillor Mrs Woodward made reference to Cost Centres 4121, 4122, 4123 and 4124 – franking machine and Councillor Mrs Tranter stated that the Town Council was looking at reverting back to stamps and could therefore dispense with the franking machine.

Councillor Mrs Woodward made reference to Cost Centre 4166 – newsletter and felt that this needed to be refreshed and rethought. Councillor Mrs Fisher stated that this budget could go towards sponsored facebook adverts.

Councillor Mrs Woodward queried Cost Centre 4165 – advertising.

Councillor Mrs Tranter made reference to Cost Centre 4325 – memorial bench and Councillor Mrs Evans confirmed that the bench was situated at the National Arboretum in Alrewas.

Councillor Mrs Woodward queried Cost Centre 4260 – general expenses for Christmas lighting and she thought that this was included in the Events budget.

Councillor Mrs Woodward made reference to Cost Centre 4411 – handyperson service and asked that consideration be given to this. Members asked if the current Caretaker could undertake odd jobs.

It was **AGREED** that Cost Centre 212 – Local Council Award Scheme should be removed.

Councillor Mrs Tranter made reference to Cost Centre 4690 – events and confirmed that the 2018/19 budget would remain the same (£27,000) and would dispense with the BiB budget of £4,000. Councillor Mrs Woodward felt that the Town Council were becoming like an events management organisation and felt that the Town Council needed to address issues of adult social care, decline in youth provision etc. Councillor Mrs Fisher said from a personal view that the Play in the Parks events and Christmas Festivals had been done on a shoe string and had contributed towards partnership working but not so much the Wakes Festival. Councillor Mrs Woodward felt that the Town Council should be encouraging/empowering community groups to undertake the events i.e. St John’s Community Church, Beacon Community Church etc. Councillor Mosson felt that the Wakes Festival may have had its day as we live in a different world and spoke about the recent big screen drive through in Beacon Park.

Councillor Mrs Tranter made reference to Cost Centre 4550 – Scamp maintenance and suggested that the budget should be reduced to £150 with an earmark reserve.

Councillor Mosson made reference to Cost Centre 216 – Neighbourhood Plan and raised concerns regarding additional costs associated with the redrafting of the Neighbourhood Plan. Councillor Mosson stated that the former CEO had informed him that she had obtained further grant monies towards the additional costs. Mr Brown said that he would investigate this matter further.

Councillor Mrs Evans made reference to Cost Centre 4701 – election expenses and asked if an invoice had been received from Lichfield District Council regarding the recent by election.

Councillor Mrs Tranter made reference to Cost Centre 4858 – gritting paths/road at Burntwood Cemetery and suggested the removal of this budget. However, Mr Brown pointed out that the Town Council were inviting members of the public onto a private area and that the DSM had raised concerns regarding this and had made arrangements with LDC’s DSO to carry out gritting of paths/road when appropriate.

Councillor Mrs Woodward made reference to Cost Centre 214 – community projects and together with Councillor Mrs Fisher suggested that the Town Council could purchase some grit bins and grit as a community project and that the current Caretaker could refill as and when appropriate.

Councillor Mrs Tranter asked if the Committee were happy with the “no change in Council Tax Band D” to set the precept. Councillor Mrs Woodward suggested that it may be appropriate to apply a slight increase.

RESOLVED That the draft 2018/19 budget be received and noted.

(The Meeting closed at 9.15 pm)

Signed

Date

POLICY FOR PURCHASING BY MEMBERS OF THE TOWN COUNCIL

A practice has evolved whereby Members of the Town Council have purchased small items so that advantage can be taken of availability and discounts. The sort of item involved is often associated with Christmas and other events put on by the Town Council. This has been done with good intent and with no suggestion that any Member has sought or gained any personal benefit.

Any costs incurred have been reimbursed upon the submission of receipts and payments have been reported to Council through the payment schedules.

It has been suggested that this practice be reviewed in order to protect both the individual Member and the Town Council.

There are certainly advantages to an opportunistic purchase being made however the duty to purchase goods on behalf of the Town Council should rest with Officers.

It is **RECOMMENDED:**

1. That a pragmatic approach should be adopted with the Chairman of the Council or Chairman of any relevant Events Committee or Events Sub Committee being authorised to purchase goods up to a maximum of £100.00 on each occasion with reimbursement being made upon receipt of valid receipts.
2. That 1 above be subject to the items to be purchased being preauthorised and therefore the Events Committee determine what items will be needed for forthcoming events



BURNTWOOD TOWN COUNCIL

GRANT AID APPLICATION FORM

Please use **BLACK INK AND CAPITAL LETTERS** when completing this form.

1. **NAME AND ADDRESS OF ORGANISATION:**

2. **NAME, EMAIL AND TELEPHONE NUMBER OF CONTACT PERSON:**
(To whom all correspondence will be sent)

3. **BRIEF DESCRIPTION OF THE AIMS AND OBJECTIVES OF THE ORGANISATION INCLUDING REFERENCE TO WHO THE AIMS AND OBJECTIVES ARE DIRECTED AT:**

(Describe the role of your organisation and the work it does in the BURNTWOOD parish area. That should include details about the people to whom the aims and objectives are directed at. Applications will be considered ONLY from organisations whose work is of direct benefit to the residents of Burntwood Parish.)

HOW LONG HAVE YOU BEEN IN EXISTENCE? _____ YEARS

4. **WHAT ARE THE CURRENT MEMBERSHIP FEES?**

Adult _____ Junior _____

OAP _____ Disabled _____

When did you last increase your membership fee? _____

5. **PURPOSE OF GRANT AND TOTAL COST OF PROJECT:**

(Please give details of the purpose for which the grant is required and continue your response on a separate sheet if necessary).

6. **HOW MANY MEMBERS DO YOU HAVE IN YOUR ORGANISATION?**

7. **HOW MANY MEMBERS DO YOU THINK LIVE IN BURNTWOOD PARISH?**

8. **HOW MANY PEOPLE LIVING IN BURNTWOOD PARISH DO YOU REGULARLY PROVIDE A SERVICE TO?
(IF NOT APPLICABLE PLEASE SAY SO)**

9. **WHAT BENEFIT DOES YOUR ORGANISATION BRING TO THE COMMUNITY?**

10. DOES YOUR ORGANISATION HAVE:-

A CONSTITUTION	YES	NO
A COMMITTEE	YES	NO
HONORARY OFFICERS	YES	NO
PAID OFFICERS	YES	NO
AUDITED ACCOUNTS	YES	NO

11. IS ANY MEMBER OR OFFICER OF BURNTWOOD TOWN COUNCIL AN OFFICER OR MEMBER OF YOUR ORGANISATION OR RELATED TO AN OFFICER OR MEMBER? *(If so, please give details)*

12. PREVIOUS GRANTS/FUNDING:

(1) HAVE YOU PREVIOUSLY RECEIVED A GRANT OR OTHER ASSISTANCE FROM BURNTWOOD TOWN COUNCIL?

YES NO

If YES, please give details:

YEAR	AMOUNT
_____	_____
_____	_____
_____	_____

(2) HAVE YOU RECEIVED OR MADE APPLICATION FOR MONIES FROM ANY OTHER SOURCE FOR YOUR ORGANISATION IN THE PAST 12 MONTHS?

YES NO

If YES, please give details:

SOURCE	DATE	AMOUNT
_____	_____	_____

- (3) WHAT FUNDRAISING ACTIVITIES HAVE BEEN CARRIED OUT IN THE LAST 12 MONTHS AND WHAT FUTURE FUNDRAISING PROPOSALS DO YOU HAVE?

13. GRANT AID PROJECT ASSESSMENT

(Please confirm whether your project meets any of the criteria shown on the attached sheet and give an explanation of how it meets that criteria.)

14. AMOUNT OF GRANT AID SOUGHT £ _____

15. PLEASE GIVE THE NAME OF THE CHEQUE PAYEE* (TO BE USED IF THE APPLICATION IS SUCCESSFUL)

PAYEE NAME: _____

16. PLEASE COMPLETE THE ATTACHED FINANCIAL SUMMARY

DECLARATION:

I declare that the information given above is true to the best of my knowledge and belief.

Signed

Date

COMPLETED APPLICATION FORMS

1. Please return the completed application form no later than **2018 to:**
Burntwood Town Council, Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH

2. **IMPORTANT NOTES:**

- a) ALL APPLICATIONS MUST BE ACCOMPANIED BY A COPY OF THE ORGANISATION'S LATEST ACCOUNTS FOR THE LAST TWO YEARS (AUDITED WHERE POSSIBLE).
- b) COPIES OF THIS FORM AND ACCOMPANYING DOCUMENTS MAY BE INCLUDED IN THE AGENDA OF THE GRANT AID COMMITTEE AND BE DISCUSSED IN THE PRESENCE OF THE PRESS AND PUBLIC.
- c) ALL APPLICATIONS WILL BE CONSIDERED ON THEIR MERITS, BUT IT MUST BE FULLY UNDERSTOOD THAT THERE IS NO GUARANTEE OF A GRANT OR A CONTINUING GRANT.
- d) UNSUCCESSFUL APPLICANTS ARE ADVISED TO CONTACT THE TOWN CLERK IF THEY WOULD LIKE INFORMATION ON ALTERNATIVE SOURCES OF FUNDING.
- e) ALL PERSONAL DATA WILL BE PROCESSED LAWFULLY IN ACCORDANCE WITH THE DATA PROTECTION ACT 1998.

***Please note that cheques will NOT be made payable to individuals - you should therefore provide the account name as shown on your organisation's Bank statement.**

GRANT AID SCHEME GUIDANCE NOTES AND CONDITIONS OF FUNDING

Introduction

The Town Council wishes to assist local voluntary organisations with or without charitable status which provide services to residents within the Parish of Burntwood.

Please ensure that you read the Guidance Notes and Conditions of Funding before completing the application form. Failure to meet the conditions will mean that your application will be disqualified.

Guidance Notes and Conditions of Funding

1. Grant Aid Applications can only be accepted from organisations that provide a service to the local community or enhance the image and identity of the Parish of Burntwood.
2. These notes have been prepared to explain the Council's Grant Aid Scheme and include the Council's Policy with regard to grant aid applications from faith-based organisations (Appendix A). Please read these carefully before you complete the grant application form.
3. There is a limited Grant Aid budget each year and the total amount requested by applicants usually exceeds the amount available. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish.
4. The scheme provides start-up grants for new organisations as well as grants to organisations already operating.
5. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in the "Guidance Notes and Conditions of Funding".
6. Applications will not be considered from individuals.
7. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, gender, age, sexual orientation or religion.
8. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
9. Applications will not be considered from "upwards funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
10. Applications may be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, provided funds are not available from their national bodies, or the funds available are inadequate for a specified project.
11. Education, health or social services establishments for whom the Central Government, Health Authority, District or County Council are the appropriate funder will not be grant aided.

12. The organisation must have clearly stated aims and objectives set out in writing and endorsed by the governing body.
13. The organisation is required to provide a written Constitution that has been formally adopted by the members of that organisation.
14. The organisation must provide, or propose to provide, an activity or service that will be of benefit to the Burntwood community or to a particular group of residents in that community.
15. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a comprehensive budget and business plan.
16. The organisation is required to have a bank account in its own name with at least two authorised representatives required to sign each cheque.
17. The organisation must complete the Gant Aid Project Assessment Sheet and give an explanation of how it meets any of the criteria outlined on the Assessment Sheet.
18. Grants may be claimed at any time during the financial year on provision of evidence that the money has been used for the purpose stated. In the case of an advance payment, written confirmation will be required stating that the money will be used for the purpose requested, as well as completion of a monitoring and evaluation form at the end of the project period or the financial year (i.e. 31 March), whichever is the sooner.

(Grants will only be paid after evidence is submitted to and verified by the Town Council that the money has been used for the purpose agreed).
19. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
20. Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material so as to promote public awareness of the role of the Town Council in promoting the work of voluntary organisations.
21. All applications will be considered on their merits, but it must be fully understood that there is no guarantee of a grant or a continuing grant.

If you have any questions, require further information or would like to discuss your circumstances before submitting a formal application please contact:

Burntwood Town Council
Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH
Telephone: 01543 677166
Email: ceo@burntwood-tc.gov.uk



BURNTWOOD TOWN COUNCIL

POLICY WITH REGARD TO GRANT AID APPLICATIONS FROM FAITH-BASED ORGANISATIONS

(Approved by the Town Council on 13 November 2008)

The Town Council allocates grant aid monies and other means of support on an annual basis to organisations fulfilling agreed criteria that are publicised in advance of applications being submitted.

Burntwood Town Council recognises the very important contribution made by “faith based” organisations to the well being of people living in Burntwood.

“Faith based” organisations are encouraged to apply for grants and other forms of support from the Town Council where the grant application can demonstrate positive direct benefit to the well being of members of the organisation and the wider community. Examples of such applications might include “outreach” support services to people in their own homes, services to people who experience a disability and the general amelioration of loneliness and isolation.

The Town Council will not allocate grant aid to strengthen the “core infrastructure” of a “faith based” organisation or to propagate their own religious aims as these are seen to be the responsibility of the members of the individual organisation.

FINANCIAL SUMMARY

(See Question 16 on the attached Grant Aid Application Form)

All applicants must provide a short financial statement of their organisation's accounts, which includes details of all balances held. You may either use the form below, or you may use your own format of financial statement if you wish.

1. Name of Organisation
2. Receipts and Payments for the year ending

RECEIPTS	Amount
Subscriptions	
Donations	
Grant Aid	
Fundraising Events (give details)	
Other (give details)	
3. TOTAL RECEIPTS	
4. Opening Balance at / /	
5. Total of Box 3 + Box 4	

PAYMENTS	Amount
Employees	
Professional Fees	
Volunteers' Expenses	
Energy Charges	
Rent/Rates	
Telephone/Postage	
Insurance	
Other (give details)	
6. TOTAL PAYMENTS	
7. Closing Balance at / /	
8. Total of Box 6 + Box 7	

NOTE:

1. The total in box 5 should be the same as the total in box 8.
2. The date given in box 7 should be the same as the date for the year ending in Item 2 above.

GRANT AID PROJECT ASSESSMENT SHEET
(See Question 13 on the attached Grant Aid Application Form)

Please indicate how your project meets any of the following criteria:

CRITERIA	RESPONSE
<p>Communication and the image of Burntwood as a place Projects which are working to integrate the constituent communities and developing a stronger image for the town</p>	
<p>Fear of crime and anti-social behaviour Projects which are focussed on reducing crime and anti-social behaviour and reducing the local fear of crime</p>	
<p>Local environmental improvements Projects which involve local people undertaking small-scale, localised environmental actions</p>	
<p>Community events and festivals Projects which are available to the wider community, in particular focussing on local young and older people</p>	
<p>Support for children and young people's activities Projects which focus on providing improved social and leisure opportunities for children and young people in the Town</p>	

<p>Social activities for the wider community Projects which are working towards improving the level of and access to social activities for the Burntwood communities</p>	
<p>Community champions and volunteering initiative Projects which encourage community participation and volunteering in Burntwood</p>	
<p>Partnerships development Impact the project has on the council's desire to work in partnership with other local organisations and community involvement</p>	

Burntwood Town Council Queen Street Chasetown Burntwood WS7 4QH

Subject Window Replacement at OMCC

The Windows within the OMCC are in need of repair, refurbishment or replacement.

The windows in situ, are probably the original 1912 windows, some of these having the original Float Glass still in place, and where replaced normal glass. The difference is very easy to clarify.

The existing windows are difficult to open and shut, drafty and certain windows unusable.

Quotes have been requested from local Companies for replacement within the following criteria.

Front of Building only

Rear of Building only

Entire Building (Front and Rear)

The quotes asked for will be based on UPVC, Wood, Repair. Therefore there will be 9 quotes in total.

According to information received from Lichfield District Council, the OMCC Building does not have Listed status or Local List status.

As the County still retain ownership of the Building, Burntwood Town Council, must submit to the County under the Town and Country Planning Act 2015, an Article 13 Notice, requesting Planning Permission. This will be sent to the County should Members decide to proceed with the Window Replacement Programme.

The Town Council have been advised that for this the County Facilities Management will submit a charge for this Service. (Costs will notified to Members when this information has been received)

Any work that is undertaken within the Public Domain that is above £xxxxxx, must be Publicly Advertised. Therefore because of the costs of this, Knowledge has been requested from the Lichfield District Solicitor, as to the threshold point.

Companies from the local area were asked to quote, and when on Site, advised that this was quite a task, the Companies invited were also advised about Hire Commitments at the OMCC, and were quite compliant with this arrangement.

There were 6 Companies asked to quote for all required work, and only 1 Company provided UPVC, and Engineered Window.

Further contact was made with 6 Sash Companies who confirmed that quotes were possible and only 3 of these 6 appointments were met.

Members have final choice and design.

OMCC Window Replacement Programme

UPVC

Front Windows

Company A

Front Windows

Cost 14254
VAT 2850.8
Total 17104.8

Rear Windows

Cost 13440
VAT 2688
Total 16128

Overall Cost

27694
5538.8
33232.8

Front Door

Cost 1629
VAT 325.8
Total 1954.8

Company B

Front Windows

Cost 14583.33
VAT 2916.67
Total 17500

Rear Windows

Cost 13000
VAT 2600
Total 15600

Overall Cost

27583.33
5516.67
33100

Company C

Front Windows

Cost 19342
VAT 3868.4
Total 23210.4

Rear Windows

Cost 17824
VAT 3564.8
Total 21388.8

Overall Cost

37166
7433.2
44599.2

Refurb Costs are

Option A

66430
13286
79716

Option B

24670
4934
29604

All Above plus additional Sills @275.00 and work that is found

Engineered Timber

Refurb

	Notes	Deposit	X	Cost	VAT	Total	
Front Windows	16 Windows		X	No Quote			No Quote
Rear Windows	14 Windows		X				
Overall Cost			X				
Front Door	Optional		X				
Front Windows	16 Windows	7800	X	No Quote			No Quote
Rear Windows	14 Windows	6800	X				
Overall Cost			X				
Front Windows	16 Windows		X	42914	8582.8	51496.8	No Quote
Rear Windows	14 Windows		X	17824	3564.8	21388.8	X
Overall Cost			X	60738	12147.6	72885.6	X

Double Glazed Units

Repair, overhaul, upgrade Sashes and DraftSealing

Repair, overhaul, upgrade Sashes and DraftSealing